

Local Agency Conference Call Minutes

**January 8, 2015
9:00 am-10:00 am**

Conference Call-in Number: (866) 910-4857 Password: 768324

Attendees: Broadwater, Cascade, Custer, Dawson, Deer Lodge, Fergus, Flathead, Hill, Lake, Lewis & Clark, Lincoln, Missoula, Ravalli, Sanders, Sheridan, Silver Bow, Teton, Valley, Riverstone, Fort Peck, Northern Cheyenne, Blackfeet, Crow, CSKT, Rocky Boy

Not Present- Gallatin and Fort Belknap

State Staff: Kate Girard, Leah Steinle, Kevin Moore, Chris Fogelman, Glade Roos, Dick Michaelis

Guests: Sarah Lechner (Montana Dental Hygienists Association), Tonette Hollingsworth (State Oral Health Program), Bekki Wehrner (State Immunizations Supervisor)

State Update/Announcements- Kate

- New Nutritionist- completed interviews and are hopeful we will have someone to introduce soon.
- Update on federal ME & Legislative ME- currently undergoing a legislative audit, which happens every 2 years and is comprehensive; our FNS monitoring will happen in August with the regional office staff visiting Billings for one week and Helena's clinic for a couple of days, will wrap up with a few days at State Office. Being monitored on certification integrity, nutrition services, MIS (SPIRIT)/security, and civil rights.
- Spring Conference Plans-
 - Survey showed: 67% wanted one location, not 2; about 50% wanted 2 conferences a year (Spring and Fall)- this year will be only doing Spring conference, due to potential EBT activities and our ME, we thought this would be best for this year. Please consider other conferences to attend such as Montana Public Health Association, Breastfeeding Collaborative (June), the Great Beginnings conference (July) put on by home visiting, and NWA (May) if budget allows
 - Conference in Helena, as it was not possible to find a location in Bozeman (the top voted location)
 - We will pay for 2 people to attend Spring conference, if your budget allows, feel free to send more, but ensure you book your room in time. There is a Quality Inn across the street if they run out. PLEASE DON'T WAIT UNTIL THE LAST MINUTE- reminders are regularly posted in the newsletter.
 - Draft agenda is in the registration form posted which will be in next week's newsletter. We are excited to have 2 speakers (one for half of each day). The topics that will be covered will include counseling skills (participant centered education, motivation to

change, and how to effectively discuss weight) and circle of security theory with young children and how this impact mealtime.

- EBT Update- reviewing bids this week and are hopeful we can announce a contractor soon. Excited to move forward this year
- In the newsletter on Monday we posted a link to the article describing Montana's new website for SNAP, TANF and medical coverage website. Please pass this information along to participants as needed. Our hope is that it will be a resource for WIC referrals in the future by identifying potentially eligible participants who want more information about WIC. We will keep you posted on this. <https://apply.mt.gov/>

Immunizations Discussion with Bekki Wehrner- IZ program and WIC Collaboration

- Bekki explained that the agreement with their local IZ programs includes language to coordinate with the WIC program and assist in any way possible to improve referrals and hence, immunization rates.
- Some agencies have WIC and IZ co-located, some are the same staff, and some may not be familiar with one another.
- It is important to make contact in both directions and ensure there is a system in place to provide IZ services to all who need it (especially young children).
- Kate added that it is also a WIC mandate to screen and refer to IZ for all infants and children under 2. We added a report to the SPIRIT Utilities site to run your daily appointments and it includes date of birth of the participants, so this makes it easier to look up participants IZ records.
- WIC staff can be granted access to the IZ system to view records and assess status.
- Please contact Bekki at bwehner@mt.gov or 406-444-0065 if you have any questions or would like access to their system

Dental Health Survey- Sarah Leichner, RDH, Montana Dental Hygienists' Association, Public Health Committee Chair & Tonette Hollingsworth

- Tonette introduced herself and Sarah. Tonette works with the Family and Community Health Bureau at the state to promote oral health in Montana.
- Sarah discussed a survey with cover letter that will be posted in the next newsletter. We are asking that one person (CPA or RD) from each agency fill out the survey, which should take from about 15-20 minutes. We are looking for feedback which will help guide future communication, training, and outreach to the target population (pregnant women and young children).
- Sarah's contact information will be on the cover letter if you have any questions.
- There will be a session at the Spring Conference about oral health, and your feedback may help guide that training.

Food Package Updates (Leah & Chris)-

- Potatoes- Congress approved white potatoes on the program, we will provide some educational materials about frozen potatoes as many have additives which make them ineligible (added oils and such).
- Adding Yogurt (quart, plain or vanilla) as a substitute for milk (at comparable fat levels) and whole wheat pasta (16 oz.). There are currently limited brands of whole wheat pasta available (we know about Western Family and Hodgson Mills), but we hope more companies will start making these available as WIC starts adding them onto the program.
- Change in cheese- AMPI (available in a few stores) is being phased out and replaced with Mountain Meadow brand.
- Change in bread- Village Hearth is added, it is available to a few stores on the eastern edge of the state (this was not mentioned on the call, but will be on the new food list).
- Change in baby food- Gerber will phase out 4 oz. glass jars and replace with plastic 2 pack (4 oz. each) which should appear on shelves around May. These are OK and we will let retailers know about this. We will also change the language on the checks, and the next version of the food list will reflect the change.
- Baby food fruits and vegetable (FRESH ONLY) should be available by the summer-pending SPIRIT update.
- **NEW FOOD LIST FOR JULY 1, 2015 will be sent to you by April for education and distribution to participants.**
- We will discuss the changes in more detail at our next conference call in March.

New Report Discussion & Timestudy- Dick Michaelis

- Some people who got new computers this year may have issues with their Timestudy icon on their desktop, please call Dick if you are having issues.
- Report to show participants who have benefits ending in the current month, no future benefits issued, however they have a certification end date in the future and no future appointment schedule. This may be particularly useful with walk-in clinics, outreach and scheduling for satellites.
- How many people would be interested in this report? Please email Dick to let him know if it is worthwhile to post on SPIRIT Utilities at rmichaelis@mt.gov.

Section Updates

- Admin- Bernadette and Kate
 - Please ensure you have an outreach plan on file, this is in the state plan and we check it when we come out to monitor; A great example of outreach was Ravalli's newspaper article highlighting the 40 year anniversary and it also contained a lot of program information which was both accurate and positive
 - Remember <http://wicworks.nal.usda.gov/> as a great resource for outreach ideas as well
 - Timestudies need to be completed in a timely manner, ideally every day that you work or at least weekly, PLEASE do not wait until the end of the month. We need this

information for reporting purposes and it is harder to do when we don't have all of the information

- Pending Proof- the State Plan DOES NOT allow for pending proof (ID, residence or income). If someone comes in for cert and simply did not bring with them the needed items (but they exist), they may not complete the certification until they come back with these items. If someone does not have the item at all (zero income, no proof of residence or ID) have them fill out or sign appropriate form and use that as their certification document. You may continue to set alerts to ask them for this information at each appointment but DO NOT use "pending" in computer. As this should not be allowed to happen, we will be restricting use of those options in SPIRIT once this issue is cleared up.
- Nutrition/Breastfeeding- Congratulations to Ravalli for submitting an application for the Loving Support award, those applications will be assessed and we will keep you posted on outcome of the award.
- Vendor- Kevin
 - Reminder to all to start thinking about your monitoring schedule for the year and reviewing the materials. There was a change for this year to provide certain education topics at those visits. Contact Kevin if you have any questions.
- Leah (for vendor and admin)-
 - Excited to review applicants for EBT next week (scoring), we are very eager to see who our contractor will be and to move forward with this project
 - Reiterated that the monitoring process for vendors has new material and the vendor team would be happy to go through that with you if you are interested
 - Starting to plan for State Plan 2016 updates, will be working on this over the next several months
 - Price surveys will be going out to retailers in February
 - Compliance buys will also be happening over the next several months, meaning the state staff will be out doing covert buys
 - We have completed many monitoring visits for the year so far and it is going very well, many more clinics are placing in tier 1 and we appreciate all your hard work and efforts
 - Will be running a statewide outreach campaign including Pandora radio, Facebook and regular radio ads. The theme is around young children and a humorous take on their feeding habits.
 - The Spring conference has a specific session on retail training and we highly encourage your LARC to attend
 - Over-issuance- please be aware that one area we look at frequently when evaluating for over-issuance is section B on the medical formula form, this is where the provider should be either deferring to the RD or completing the supplementary foods information. Many times this section is blank, PLEASE DO NOT ACCEPT RX FORMS UNLESS THEY ARE FILLED OUT COMPLETELY

- Kate- HAPPY NEW YEAR, thank you for attending. I will be on maternity leave this year from about May-July, but look forward to seeing you all at the conference in April!